

**NC Cardinal
7th Annual Meeting
August 1, 2019**

Agenda:

Year In Review
Projects & Activities
Proposed Bylaw Changes
Governance Committee Nominees
Lunch & Voting
New Proposed Financial Models
Other Topics For Discussion

Minutes:

Benjamin opened the meeting by reading the names of all the attending libraries lieu of large group introductions; library reps raised their hands.

Ballots for non-attending members were mailed.

Year In Review

4 new systems: 40 counties, 3 municipalities, 7 special libraries, 150 branches

Active user accounts from PLS data; almost 100% increase in student access accounts. Circulation was relatively flat. Hold requests: 83% of items filled; 10% cancelled requests: 5% cancelled by staff, 3% expired on hold shelf.

Resource Sharing: 51% of holds filled by home library system; 74% of RS was books, 18% video; average transit time is slightly increased to 6.68 days. Ingoing/Outgoing Transits Per System: relatively balanced

Projects & Activities

Authorities Processing: Using Marcive - almost 1.5 million records processed, over 700K were changed, 8.1 million main terms examined; 1.5 million main terms modified; almost 5 million access points matched to LoC authority records.

Going forward: quarterly updates starting Oct 2019; expect 75K records per quarter; training for catalogers coming Spring 2020

Evergreen Upgrades: upgrade to 3.3 scheduled for week of October 21st; key upgrade features were highlighted

- Michael Roche question for cataloging committee; another pertaining to flexibility of how Evergreen works with various monitors. Usability with iPads (possibility was fixed with 3.2).
- Question about report templates.
- Carole asked a question about deduplications for new library systems joining the consortium. Benjamin responded that a deduplication process happens with each system, but also a more detailed deduplication will be scheduled each summer.

PLS Data (Johnnie): Reminder about summer reading data will be pre-populated after the PLS reporting period ends.

User Experience Committee: members were named & acknowledged; past year committee activities recapped; activities for FY19-20 review; Student Access Project Totals review.
Patron Permission activities, changes, and reports review. Patron Privacy statement created. Governance Board will vote on implementation. A Code of Ethics form was created out of the patron privacy discussion. Can be used by any Cardinal library; can be customized. OPAC Carousel implementation & options review. Annual Patron Cleanup: coming soon.

Cataloging Committee (April): members were named & acknowledged; FY18-19 projects review; cataloger assessments review; training sessions review; cataloging policy - new, approved by Governance Committee Feb. 2019, added to Knowledge Book; catalog cleanup

- Question: icons that don't match item. Answer: this will be part of the cleanup process.

Staff Permissions Project: purpose review; policy review; structural changes review

Staff Education & Training review

2018 - 2019 Library Migrations review

2019 - 2020 Library Migrations review (Courtney)

Migration Knowledge Book creation & review

Cataloging Best Practices

Bibliographic Freeze - occurred while migrating Braswell & Cooley

Help Tickets review; Incidents Mailing List nc-cardinal-incidents@lists.ncmail.net; you can still email Cardinal staff with urgent needs, especially on evenings & weekends

Print Notices Project review

Question from Michael: will everything still be done at a branch level? Answer: Yes.

Annual Staff Survey

Results reviewed by Johnnie

Proposed Bylaws Changes

Introduced by Benjamin, Amendment process review

Section 2e: Default (one word added for clarification)

Section 2f: Electronic Balloting (3 words added for clarification)

Section 3a: Number and Composition (sentence addition regarding temporary members)

Section 3e: Vacancies (sentence added for clarification on staggered terms)

Section 3f: Meetings of the Governance Committee (altering phrases for clarity)

Section 4: Creation of Working Committees (name change for committee)

Section 4a: Creation of Working Committees (temporary member filling committee positions)

Governance Committee Elections & Bylaw Amendment Voting occurred over lunch

RESULTS:

All Bylaw Amendments passed

David Miller (Municipal Library member)

Marlan Brinkely (Member at Large)

Beth List (Member at Large)

Cardinal Financial Model Discussion

With the increase of member libraries, the LSTA budget continues to outpace member contributions. Benjamin introduced the two proposals. Changes would be phased in. Michael wanted everyone to know how hard the Governance Committee worked on pare the proposals down and to come up with some ideas to make things as fair as possible to all members.

Proposal 1: Hybrid of Collection & Circulation

- Fair & equitable, easy to explain, balanced, better collection development practices (encourage weeding), less cost for my library system, based more on what each system is bringing to the table
- Branch costs increase, rural & poor areas would have higher circs since people can't afford things, more circ + more cost, takes back what they got in savings when the joined, penalizes high circulating libraries

Proposal 2: Per Capita Income

- Municipal Library not counted for county libraries, tied to state aid formula which is known & understood, objective, equity for low income areas, income changes in small counties, based on more stable data that doesn't change each year, reflects economic situation of community which determines funding
- Low income counties would actually be paying more (several low income counties spoke to this), doubles current cost of one member's fee, too hard to explain (unless Benjamin can be recorded talking about how that works), seems like a balloon payment for a house, effect on State Library services, too many variables, doesn't necessarily reflect local funding

Ideas: credit for net lenders; go with proposal that is most favorable to all libraries; can MOE be factored into the membership cost objectively;

Action list: Tanya will look at a rolling 3 year MOE

Questions: on Post-its; figure in costs when libraries have to add more staff for resource sharing; what's easiest for the State Library (proposal 1), which is more viable long-term (they are equal)

After some general discussion & questions, there was a 5 finger poll was taken of the whole room. The Governance Committee will take all of this into account.

Topics for Discussion

1. A book was needed and a library wouldn't lend it...

Carole - let the two libraries work it out together.

Lesley - have better best practices about only promoting & programming with your own resources

Beth - communication in the consortium is lacking

Holt - just order it & get it yourself

Catie - I couldn't hear it

Michael - be courteous, do unto others....

Something about a book being left on "transit status" that I didn't fully understand

ACTION: User experience committee will draft something around best practices

2. Replacing lost/damaged materials shared through resource sharing:

Cathy - are all systems willing to take replacement copies?

Lesley - what about libraries that insist the item was damaged when they got it (before it went to the patron)? Again, best practice comes into play.

Carole - it's communication!

Benjamin - is there a large volume of this going on? No.

Johnnie - having something in the Knowledge Book for each county about how to handle lost/damaged items.

Renita - What about sending invoices library to library? It's a hassle in the NC payment system.

Beth - Billing library-to-library worked in her last system; leave the state out of it.

Lakesha- Add a note to the transaction "this book was received in poor condition."

Train staff to weed things in poor condition, even if there's a hold on it.

Send it back in the same condition - have a sign off about the condition.

Meeting adjourned at 2:39 PM